



Job Posting

Position Title:

School Improvement and Parent Involvement Coordinator

Reports To:

School Improvement Director, Division of Consolidated Planning and Monitoring

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

This position works with the School Improvement Director to administer the School Improvement Grant (SIG) and other district/school improvement initiatives. This position also oversees parent and community engagement for LEAs.

Specific Position Responsibilities:

- Assist Director of School Improvement with application processes for Title I SIG and other discretionary grants in ePlan.
- Collect and analyze data from districts as required by grants for school improvement and parent engagement.
- Provide technical assistance to local education agencies (LEAs) and work with CORE offices on school improvement and parent engagement.
- Assist CPM with ePlan Consolidated Funding Application review process in ePlan including application and budget review for Title I parent involvement and other areas as assigned.
- Participate in LEA visits for CPM results-based monitoring of LEAs for compliance with federal regulations and effective implementation of federal grants.
- Conduct milestone visits for SIG recipients as requested by the Director of School Improvement.
- Create and deliver trainings to LEA representatives for parent engagement via webinar, conferences, and meetings.
- Participate as a CPM team member with various office functions including but not limited to training, drafting newsletter updates, providing information and data when requested.
- Other duties as assigned.



TENNESSEE DEPARTMENT OF EDUCATION

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Qualifications:

- Bachelor of Science or Bachelor of Arts in relevant field required.
- Three years educational experience in schools or district offices. Working knowledge of Title I laws and regulations preferred.
- Knowledge of effective school and district components and strategies necessary to raise student achievement.
- Effective interpersonal and organizational skills
- Strong oral and written communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to Valerie.Starks@tn.gov.

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